NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING SUMMARY

June 5, 2015
9:00 AM - 1:00 PM
Jim West Regional Transit Center
Board Room

Below is a summary of the actions taken by the North Central Regional Transit District's Board of Directors on the above date. This is not an official transcript of the meeting.

CALL TO ORDER:

A regularly scheduled meeting of the North Central Regional Transit District's Board of Directors was called to order on the above date at 9:10 a.m.

ROLL CALL:

Ms. Lucero called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County	*Absent*	
Taos County	*Commissioner Jim Fambro*	
Town of Taos	*Mayor Daniel Barrone*	
Santa Fé County	*Absent*	
Nambé Pueblo		*Lonnie Montoya (Telephonically)*
Pojoaque Pueblo	*Tim Vigil*	
Ohkay Owingeh	*Christy Mermejo*	
San Ildefonso Pueblo	*Absent*	
Santa Clara Pueblo		*MaryLou Valerio*
Tesuque Pueblo	*Governor Charlie Dorame*	
City of Santa Fé	*Councilor Patti Bushee (Telephonically)*	

City of Española	*Councilor Dennis Tim Salazar*	
Town of Edgewood	*Councilor Chuck Ring*	
Rio Metro (ex officio)	*Liz Carter*	

Staff Members Present

Mr. Anthony J. Mortillaro, Executive Director
Ms. Dalene Lucero, Executive Assistant
Mr. Troy Bingham, Finance Director
Mr. Pat Lopez, Financial Analyst
Mr. Michael Kelly, Transit and Facilities Operations Director
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Jim Nagle, Public Information Officer
Mr. Mark Lopez, Fleet and Facilities Maintenance Worker

Others Present

Mr. Mark Basham, Legal Counsel
Mr. Carl Boaz, Stenographer
Ms. Lucia Sanchez, Rio Arriba County
Ms. Tessa Jo Mascareñas, Santa Fe County
Mr. Ray Matthews, Santa Fe County
Mr. Ardee Napolitano, Rio Grande Sun

APPROVAL OF AGENDA:

Councilor Sheehey made a motion to approve the agenda as presented. Ms. Valerio seconded the motion and it passed by a roll call vote (11-0).

APPROVAL OF MINUTES – May 1, 2015

Governor Dorame made a motion to approve the minutes from May 1, 2015 as presented. Ms. Valerio seconded the motion and it passed by a roll call vote (11-0).

PUBLIC COMMENTS:

There were none.

PRESENTATION ITEMS:

A. Presentation of Above and Beyond and Safe Driver Awards

Mr. Mortillaro and Chairman Barrone presented Mr. Pat Lopez and Ms. Shannon Sandoval (Absent) with the Above and Beyond Award.

ACTION ITEMS FOR APPROVAL/ DISCUSSION:

B. Discussion and Consideration of Resolution 2015-13 Authorizing the Use of the Reserve Fund Balance for the FY 2016 Budget

The District's Financial Policy requires that the use of the Reserve Fund be authorized by the Board and is consistent with restrictions set forth in the policy. The FY2016

Preliminary and Final Budgets have proposed uses of those reserve funds. This resolution authorizes the FY2016 Budget use of these funds for their specific purposes.

Governor Dorame made a motion to approve Resolution 2015-13 as presented. Mr. Vigil seconded the motion and it passed by a roll call vote (11-0).

C. Discussion and Consideration of Resolution 2015-14 Adopting Fiscal Year 2016 Final Budget, Capital Investment Plan and Long-Term Strategic Plan

The preliminary budget adopted by the Board on May 1, 2015 has been amended to incorporate the Taos Chili Line into the NCRTD operations and to include other minor changes. Following is a summary of the revenue and expenditure changes.

Revenue Category	Preliminary FY16 Budget Request	Amended FY16 Budget Request	Final FY16 Budget Request
5311/Taos	$ 0	$353,935	$353,935
Miscellaneous	$207,344	$142,324	$349,668
Taos Contribution	$0	$173,972	$173,972
Cash Balance	$564,923	($48,314)	$516,609
Other Revenues	$9,837,155	$0	$9,837,155
Total Revenues	$10,609,422	$621,917	$11,231,339

Expenditure Category	Preliminary FY16 Budget Request	Amended FY16 Budget Request	Final FY16 Budget Request
Salaries	$2,336,947	$299,883	$2,636,830
Employee Benefits	$1,107,138	$138,057	$1,245,195
Operating Expenses	$5,927,499	$162,977	$6,090,476
Capital Outlay	$1,237,838	$21,000	$1,258,838
Total Expenditures	$10,609,422	$621,917	$11,231,339

Councilor Ring made a motion to approve Resolution 2015-14 as presented. Councilor Salazar seconded the motion and it passed by a roll call vote (11-0).

D. Discussion and Consideration of Resolution 2015-15 Providing for the Adoption of the 2016 Compensation Plan and the Employee Performance Increase Schedule for Non-Collective Bargaining Positions

Resolution 2015-15 provides for acceptance of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2016.

Councilor Bushee made a motion to approve Resolution 2015-15 as presented. Councilor Sheehey seconded the motion and it passed by a roll call vote (11-0).

E. Discussion and Consideration of Resolution 2015-16 Appointing Authorized Signer on All Bank Accounts

Banking institutions require formal action of Boards to define banking transaction authority before proceeding with changes. On April 27, 2015 the District hired a new Finance Director, Troy Bingham, whose job function requires interaction with banking institutions for checking and investment services.

Ms. Mermejo made a motion to approve Resolution 2015-16 as presented. Mr. Vigil seconded the motion and it passed by a roll call vote (11-0).

F. Discussion and Consideration of Resolution 2015-17 Authorizing the submittal of applications for Federal funding for §5304, §5309, §5310 and §5311 in Federal fiscal year 2017

Resolution 2015-17 grants Approval for NCRTD Staff to submit letter of intent to NMDOT to file an application for Federal grants for Federal fiscal year 2017.

Councilor Ring made a motion to approve Resolution 2015-17 as presented. Councilor Sheehey seconded the motion and it passed by a roll call vote (11-0).

G. Discussion and Consideration of Resolution 2015-18 Adopting an Infrastructure Capital Improvement Plan (ICIP)

This is for the annual submission of the ICIP and is representative of a modified Five Year Capital Investment Plan designed for the ICIP to accelerate funding and presented to the Board and adopted with the Budget for FY 2016 by Resolution 2015-18

Ms. Mermejo made a motion to approve Resolution 2015-18 as presented. Mr. Vigil seconded the motion and it passed by a roll call vote (11-0).

H. Discussion and Consideration Authorizing a Change in the AVAIL Contract Amount for Additional Bus Stop QR Code Signage Purchase

The initial ITS contract noted 220 bus stop QR code signs to be created and installed, one at each bus stop. In the past 18 months, multiple additional bus stop locations were identified and installed as a result of the Five Year Service Plan that was completed in 2013. Furthermore, the consolidation with the Town of Taos Chile Line will result in a need for approximately 50-100 QR code signs in Taos. The additional 211 QR code signs are necessary to outfit the entire NCRTD system, including the additional needs outlined herein.

Mr. Vigil made a motion approving Staff's recommendation as presented. Ms. Valerio seconded the motion and it passed by a roll call vote (11-0).

I. Discussion and Consideration of Resolution 2015-19 Adopting and Amending the NCRTD Advertising Policy

On June 1, 2012, the NCRTD Board adopted the North Central Regional Transit District Advertising Policy. Upon periodic review of the policy, it was determined that certain modifications to the Section 5.0 "Non-Permissible Advertising" could strengthen the policy and provide broader legal protection for the District (with suggested amendments as indicated in red). Most notably the modifications will allow for advertisements from resort casinos and properly designate the advertising as limited public forum.

Councilor Bushee made a motion to approve Resolution 2015-19 as presented. Councilor Sheehey seconded the motion and it passed by a roll call vote (9-1).

J. Discussion and Consideration of Resolution 2015-20 Adopting and Amending the NCRTD Charter Policy

The proposed resolution revises the existing Charter Service Policy for the NCRTD. It also adopts additional provisions that allow for the providing of special services for the promotion of NCRTD's mission and transportation for Member entities.

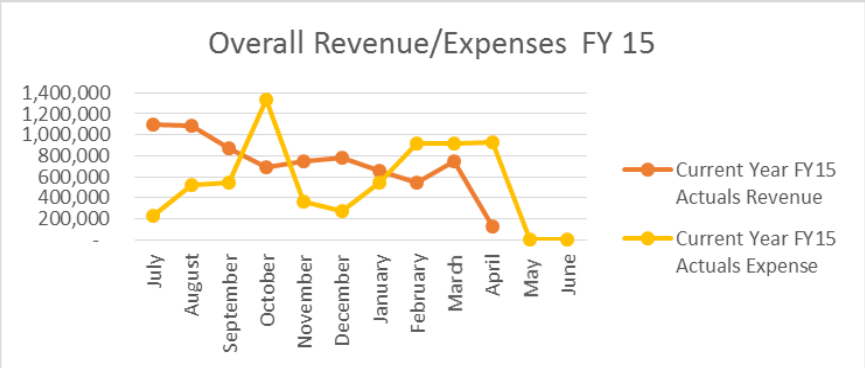
Mr. Vigil made a motion to approve Resolution 2015-20 as presented. Ms. Valerio seconded the motion and it passed by a roll call vote (11-0).

DISCUSSION ITEMS:

Chairman Barrone requested that the agenda be amended to move Items K through N after the Closed Session.

Mr. Vigil made a motion to amend the agenda as requested. Councilor Salazar seconded the motion and it passed by a roll call vote (11-0).

K. Financial Report for May 2015



L. Finance Subcommittee Report:

Mr. Vigil gave a brief overview of the meeting that occurred on May 26, 2015, noting that the non-represented employee compensation plan was discussed. The meeting minutes from April 24, 2015 were also reviewed.

[No action was required on this item.]

M. Tribal Subcommittee Report:

Mr. Montoya noted that the next meeting would be held in August and would continue to occur on a quarterly basis.

[No action was required on this item.]

N. Executive Report for May 2015 and Comments from the Executive Director:

1) **Executive Report**
2) **Performance Measures for April 2015**
3) **Ridership Report for April 2015**

CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purposes of the performance evaluation of the Executive Director.

Councilor Ring made a motion to move into Closed Session. Mr. Vigil seconded the motion and it passed by a roll call vote (11-0).

O. **Reconvene in Open Session:** Possible action item(s) from closed session.

Mr. Vigil made a motion to reconvene into Open Session. Ms. Valerio seconded the motion and it passed by a roll call vote (11-0).

Mr. Basham gave a brief report on what occurred in the Closed Session.

Chairman Barrone made a motion to accept the counsel's report from the Closed Session. Mr. Vigil seconded the motion and it passed by a roll call vote (11-0).

P. **Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2015 to June 2016**

Ms. Mermejo made a motion to accept the Goals and Objectives for Executive Director for the period of June 2015 to June 2016, as well as to award Mr. Mortillaro with a 4% performance adjustment for exceeding expectations as discussed. Additionally, the salary shall be reviewed in six months to ensure it falls in line with the Compensation Study to occur in FY2016. Councilor Ring seconded the motion and it passed by a roll call vote (11-0).

MATTERS FROM THE BOARD

Q. **Cancellation of July 10, 2015 Board Meeting**

MISCELLANEOUS

Pueblo members invited Staff to the upcoming Pueblo Feast Days and dances**.**

ADJOURN

Mr. Vigil made a motion to adjourn the meeting. Councilor Bushee seconded the motion and it passed by a unanimous voice vote (11-0).

The meeting was adjourned at 11:41 am.

NEXT BOARD MEETING: August 7, 2015 at 9:00 a.m.